

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
BUREAU OF HIGHWAY DESIGN**

NHDOT Complete Streets Advisory Committee (CSAC) Meeting

DATE: September 22, 2021, 1:00 PM

LOCATION: Online via Teams

ATTENDED BY: G. Bakos, A. Belenz, J. Bighinatti, T. Blagden, S. Bogle, E. Feldbaum, S. Gunn, T. Jameson, K. Lamb, C. Lentz, M. Marshall, J. Miles-Holmes, K. Mullen, N. Sanders, W. Schoefmann, Z. Swick, D. Topham, C. Tufts, S. Verdile, A. Zatecka
All participants attended online

SUBJECT: Complete Streets Advisory Committee (CSAC) Meeting

CSAC MEETING NOTES:

1. Meeting notes (May 26, 2021 & June 23, 2021), to be approved at the next meeting. CSAC meeting notes are located at: [Advisory Committee | NH Bike/Ped | NH Department of Transportation](#)
2. New Hampshire Statewide Pedestrian and Bicycle Plan Status Update
 - a. N. Sanders thanked all reviewers for their efforts and indicated that NHDOT received an overwhelming response with about 600 comments from 30 reviewers. Given the volume and content of comments, we were unable to consider, discuss, get feedback, refine and incorporate the comments and suggestions into the Plan before Alta's contract ended on 8/31/2021. Therefore, we are exploring how we can best complete the Statewide Pedestrian and Bicycle Plan with Alta's expertise and support with continued engagement from our reviewers and partners at CSAC, PAC, RPC's and NHDOT.
 - b. T. Blagden asked what happens if Alta is unable to finish the plan.
 - i. N. Sanders indicated that it is our strong preference to keep Alta engaged to finish the Plan, but either way it will need to be finished.
 - c. S. Verdile encouraged DOT to explore all funding opportunities including federal funds.
 - d. J. Miles-Holmes offered to help updating the Plan based on comments and indicated her experience with this type of an effort using numerous subject matter experts in various sections of a technical report.
 - e. M Marshall suggested forming a subcommittee to help tackle the effort of reviewing and organizing all comments.
 - f. A. Belenz expressed that CSAC/PAC hadn't been involved enough recently in the development of the Plan and suggested taking a balanced approach continuing with Alta's expertise and utilizing the input from key project stakeholders (such as CSAC, PAC, and RPCs).
 - g. DOT indicated that a contract extension (retroactive) was a possibility, but would likely take several months to get through the process (G&C).
 - h. S. Bogle suggested a subcommittee could review and organize the comments finding commonality and making recommendations on what could be easily incorporated and what may require further discussion from DOT. This could be happening while DOT is pursuing a contract extension through G&C.
 - i. G. Bakos suggested that the DOT could do a pass-through with a consultant that has a DOT on-call contract making Alta the subcontractor.
 - i. DOT recognized that this was also a possibility.
 - j. S Verdile noted that it is critical keep Alta on board to complete Plan.

- i. If not next course of action may be to go to in-house resources and CSAC
 - k. Subcommittee volunteers: S. Bogle; J. Miles-Holmes; M. Marshall, S. Verdile, C. Tufts
 - i. If subcommittee assists with review of comments, the commenter's names should likely be removed from comments
 - l. S. Bogle suggested that there are certain tasks would likely be best suited for Alta, but a subcommittee could complete other tasks, thereby reducing the overall scope of services required.
3. C. Tufts requested motions for NHDOT to move forward with plan and to form subcommittee to review and combine comments for October 15, 2021 deadline to receive scope of work from Alta
4. S. Verdile, made 2 Motions:
 - a. Have Alta send a letter with a scope of work to finish the Plan based on comments received and continued interaction with stakeholders (CSAC/PAC/RPCs) to NHDOT by October 15, 2021.
 - b. Form a subcommittee to review, organize and recommend direction of comments already received on the Plan.
5. W. Schoefmann, seconded the motion
6. There were no noes; therefore, both motions passed.
7. Non-Motorized Data Collection Landscape in New Hampshire (existing practices)
 - a. C. Tufts shared a draft questionnaire that would be distributed to the RPCs with the intention of getting a better understanding of existing non-motorized data and data collection practices throughout the state on a local level.
 - i. C. Tufts, N. Sanders, T. Blagden and D. Topham will refine and review the questionnaire before distribution.
 - b. T. Blagden indicated a need for a comprehensive statewide system such as Streetlight to get a clear understanding of non-motorized volumes throughout the state. D. Topham attended a presentation at UConn about combining many smaller counting systems, which still has data gaps and combining the data from multiple sources can be very time-consuming and still not be complete.
 - c. D. Topham noted that Strava data was limited and agreed with Tim that a comprehensive system was needed and asked if anyone knows what the cost of this type of system (Streetlight) would be for NH.
 - i. No one on CSAC indicated that they have a cost estimate.
 - d. S Bogle noted the potential to share costs for a statewide system between DOT and RPCs.
8. Other Business / Future Meetings
 - a. FHWA has offered training opportunities for Complete Streets, and Bike and Peds design to NHDOT (municipalities and RPCs could likely participate in)
 - i. M. Marshall indicated that the training would need to be complete within 6 months.
 - ii. NHDOT to respond to FHWA within the next couple weeks with training preferences
 - b. GACIT Hearings have started
 - i. T. Blagden offered to organize bicycle and pedestrian advocates to go to future GACIT meetings to voice support to the Executive Council for approval of the request for a retroactive contract extension to finish the Plan.
 1. S. Gunn asked that T. Blagden not take action until she contacts him after she discusses it internally to NHDOT.
 - c. Next CSAC meeting scheduled for October 27, 2021.

Submitted by:

Nick Sanders, P.E.

NHDOT Active Transportation Engineer